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**EF**

**Application for Research Award instructions:**

*New process for 2018-2019*

1. You may submit more than one discrete unduplicated proposal under your name.

1. ***CHANGE:*** ***Each proposal will only be submitted once***.
2. ***CHANGE:*** ***Each proposal will only be submitted under one category.***
* UNLIKE PREVIOUS APPLICATIONS, DO NOT SUBMIT THE SAME PROPOSAL UNDER A DIFFERENT CATEGORY.
1. Your odds for winning are not defined by the category of your proposal. Rather **winners are selected from those proposals with the highest score achieved on the rubric**.
	* The rubric can be found in the last section of this document.
2. **Two copies** of the project must be submitted.
	* Copy 1: UNBLINDED: full proposal/write-up
	* Copy 2: BLINDED: full write-up/proposal.

Blinded means removal of any site names, investigator names, locations, etc.

Failure to blind your submission will result in the disqualification of your application for review.

1. Completed research (CR) and research in progress (RIP) works can be submitted.
	* CR and RIP submissions will be evaluated separately using the scoring on the rubric. The rubric can be found in the last section of this document.
2. **The applicant must sign their submission, along with the signature of their Director/Department Chair, if applicable.** Signatures on the application indicate that it is understood and agreed by the undersigned that any grant received as a result of this application is subject to the following terms:
	* The statements contained in the application are true and complete to the best of the applicant’s knowledge.
	* Once the project is funded, the NYSCHP Research and Education Foundation requires that the project be either submitted to a peer-reviewed journal, or at minimum presented during the peer-reviewed poster session or residency research forum of the NYSCHP Annual Assembly.
		+ As part of the award includes paid expenses to the annual assembly, therefore it is expected that winners will attend the assembly.
	* All reports of studies supported by this grant shall acknowledge such support.
	* Funds granted as a result of this request are to be expended for the research project as described in this application.
		+ Example of acceptable expenditures: supplies; travel to present the results or as needed as part of the project; publication fees; etc.

* + - Proposals should include an expectation of fund allocation. should provide
	+ Award dispersion.
		- RIP award winners:
			1. It is expected that the awardee provide a written report to the REF Board of Directors as to the project findings (interim progress report at 6 months and the final report within 60 days of completion of the project).
				1. The final report to the board should:

include the draft manuscript

indicate the intended journal for publication and be in the format of that journal.

* + - * 1. Awardees will receive 50% of their award at the annual assembly awards banquet and the remaining 50% will be dispersed after the final report is received and reviewed by the awards subcommittee.
		- CR award winners:
			1. It is desired by the Research and Education Foundation that CR proposals be presented to the board of directors in the manuscript format of the intended publication journal.
			2. As part of the award includes paid expenses to the annual assembly, it is expected that winners will attend the assembly.
			3. The awardee will receive their award at the annual assembly awards ceremony.

**Process for application:** your application should include all the following elements. Only one submission per proposal. Your application does not have to be written in this table but all steps need to be included in written application.

|  |  |  |
| --- | --- | --- |
| Step 1 | Define research type  | Completed research (CR) or Research in progress (RIP) |
| Step 2  | Define category  | Select the primary category and corresponding subset of your project: (see categories for submission section of this document) *Example:**Category:* ***CLINICAL SPECIALTY (1)*** *Subset: A* * 1. *THE GERIATRIC PHARMACY RESEARCH AWARDAwarded to health-system pharmacy practitioners conducting original research in the areas of safe and effective drug use and dosing in the geriatric population*
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| Step 3 | Title of project  | Provide full title of project  |
| Step 4 | Principle Investigator^(If a resident, and not the department, is the recipient of the grant, then the resident should include his/her contact information in the application so that the second part of the award can be sent directly to the resident after the residency is completed.)  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title/Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Step 5 | Other individual(s) collaborating on proposal ^Add all required elements outlined in next column for all collaborators.  | Required elements for all collaborators on the project: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Step 6 | Research in progress (RIP) submissions need to include a description of the proposed project under the headings listed to the right.Completed research (CR) projects should be submitted in the format of the manuscript according to the journal the submission is planned.  | * Purpose statement/research question for the project
* Background: A short summary of previously published studies that also address the research question.
	+ Please indicate how your study might add to the existing literature
* Introduction:
	+ project purpose, goals and objectives, rationale and
	+ previous work directly related to this project must be included
* Methodology:
	+ ALL METHODS to be used/used to complete the project, (this includes things like, data collection tool, database if appropriate, etc).
		- The evaluator should be able to replicate your project just by reading your submission.
	+ a timetable for completion of the project
		- N/A for CR submissions
	+ method of data analysis must be included.
	+ Be sure to explain how the study design and sample size (if appropriate) will/did adequately allow you to answer the research question.
* Potential/anticipated significance to pharmacy practice. For CR projects what were the actual outcomes and how do they impact pharmacy.
* References
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| Step 7 | IRB exception or approval  | Include documentation of IRB exception or review, if appropriate  |
| Step 8 | Budget  | Your submission should include a proposed outline of expenditures for the project or plans for utilization of the funds.   |
| Step 9 | Signatures^  | The signature of the Principles investigator and Department Director or Chair must be on the blinded copy.  |

^ note – this information should be removed on second/blinded version

**CATEGORIES FOR SUBMISSION:**

1. **CLINICAL SPECIALTY: (Choose one of the 7 below that defines your project)**
	1. THE GERIATRIC PHARMACY RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting original research in the areas of safe and effective drug use and dosing in the geriatric population.
	2. THE PEDIATRIC PHARMACY RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conduction original research in the areas of safe and effective drug use and dosing in the pediatric and neonatal population.
	3. THE INFECTIOUS DISEASES PHARMACY RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting original research in the specialty areas of infectious diseases.
	4. THE LONG TERM CARE PHARMACY RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting research on drug use in long term care facilities (i.e. Psychiatric, skilled nursing, etc.).
	5. THE HIV PHARMACY RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting original research in the specialty area of bacterial infections in the HIV population.
	6. THE CRITICAL CARE PHARMACOTHERAPY AWARD
	Priority is given to new or innovative projects and/or to principle investigators who are pharmacists primarily engaged in institutional pharmacy practice.
	7. THE CLINICAL PHARMACY SERVICES RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting original research in basic or clinical health-system pharmacy practice as a means of advancing the practice of health-system pharmacy.

**OR**

1. **ADMINISTRATIVE & MEDICATION SAFETY CATEGORIES**: **Choose one of the 4 below that defines your project.**
	1. THE PHARMACY ADMINISTRATION RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting original research in the area of health-system pharmacy administration.
	2. THE MEDICATION USE EVALUATION RESEARCH AWARD
	Awarded to health-system pharmacy practitioners conducting an original drug study in the area of Medication Use Evaluation.
	3. THE SEYMOUR & ELIZABETH KATZ MEMORIAL FUND AWARD
	Awarded to health-system pharmacy practitioners and/or nurses conducting original research, which improves relations between the Nursing and Pharmacy profession and improves patient care through jointly conceived and implemented services.
	4. THE DAVID ADELMAN PHARMACOVIGILANCE AWARD
	Awarded for research conducted in the areas of monitoring the safe use of medications, adverse drug event detection and reporting programs, assessing medication use risks and/or benefits, and developing programs focusing on safe medication use for healthcare providers and/or patients.

Last revised 11.4.14

Revised: 9/20/2018 draft

**New York Council Health-Systems Pharmacist (NYSCHP) Residency Conference**

**Excellence in Research Award Application Scoring Rubric**

Applicant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (brief): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category of submission (circle one): Clinical or Admin/Med Safety Subcategory: \_\_\_\_\_\_\_\_\_\_\_

**Review category (circle one): Research in progress (RIP) or Completed Research (CR)**

The maximum score for each section is 3 points; maximum possible score is 12 points for RIP and 15 points for CR.

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| --- | --- |
| **Assessment Criteria** | **Score** |
| **PROJECT DESIGN** |
| * The research has specific aims and a purpose
* The research has measurable objectives
* The concept and research design are well thought out to provide meaningful data
* Rigorous research methods that support the study objectives are used
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| --- | --- |
| Precise, well-conceived project; study has sound research methods and all objectives have or can be meet with the design  | 3 |
| Research is well conceived with measurable outcomes. There are minor design flaws that may weaken the conclusions  | 2 |
| Project has non-specific objectives or objectives not achievable due to significant design flaws | 1 |
| No criteria met | 0 |

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| Comments: |
| **METHODS AND DATA ANALYSIS**  |
| * Specific methods of research are detailed clearly and concisely
* Study groups, interventions, and outcomes are well defined and will answer the study’s hypothesis
* Appropriate statistical analysis utilized and described
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| --- | --- |
| Methods of research, data collection tool and statistical analysis appropriately utilized and well described | 3 |
| Some minor deficiencies seen in methods and statistical analysis | 2 |
| Data collection unclear and/or statistical analysis incorrectly applied or not clearly identified. There are major gaps in methods identified  | 10 |
|  |  |

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| Comments: |
| **RESULTS and DISCUSSION (THIS SECTION WILL BE USED FOR COMPLETED RESEARCH (CR) PROJECTS)**  |
| * Appropriate interpretation of data
* A description of the impact the results
* A description of the potential to generalize findings to other health care facilities
* Includes both strengths and limitations of study and addresses alternative methods or areas in which study may be more beneficial as appropriate
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| --- | --- |
| Results and interpretation of data described and presented in final format. Impact of results and external applicability are described. Strengths and limitations described. | 3 |
| Some minor data collection and analysis remains to be completed; or statistical analysis, strengths, limitations, or external applicability not described thoroughly. | 2 |
| Significant data collection and analysis remains to be completed; or statistical analysis, strengths, limitations, or external validity poorly described. | 1 |
| No criteria met | 0 |

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| Comments: |
| **CONTRIBUTION TO PRACTICE/MEDICATION USE PROCESS**  |
| * Overall project is innovative with applicability to outside health-systems
* Results are or have the potential to be useful and directed towards current practice/profession initiatives
* The project has/has the potential to provide strong scientific evidence that can be used to advance the medication use process, medication safety or pharmacy practice.
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| --- | --- |
| Innovative project with substantial contribution to the medication use process, medication safety or pharmacy practice | 3 |
| Well executed but concept has been discussed or published elsewhere; project may contribute to practice at institution where research performed | 2 |
| Project incomplete or no appreciable contribution to the medication use process, medication safety or pharmacy practice. | 1 |
| No criteria met | 0 |

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| Comments: |
| **FORMAT** |
| * Protocol is well written and information in each section of the study is clearly communicated.
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| --- | --- |
| Well written with attention to detail; no grammatical or spelling errors | 3 |
| Content contains some flaws and grammatical or spelling errors | 2 |
| Content contains numerous flaws and grammatical or spelling errors | 1 |
| Poorly written | 0 |

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| Comments: |
| **TOTAL SCORE RESEARCH IN PROGRESS \_\_\_\_\_\_\_\_/12 COMPLETED RESEARCH: \_\_\_\_\_\_\_\_\_\_/15**  |
| Overall Comments: |

Form adapted from the Florida Society of Health-systems Pharmacist. Nov 2017

Revised: Sept 2018 draft